



## PLANNING COMMISSION MEETING MINUTES ~ APPROVED REGULAR SESSION JUNE 27, 2024 AT 6:00 PM

City Hall ~ 82877 Spruce St. Westlake, OR

These proceedings of the Dunes City Council were recorded and are on file at Dunes City Hall.

Upon approval by the City Council, these minutes will be available online at [www.DunesCityhall.com](http://www.DunesCityhall.com)

### 1. CALL TO ORDER

Chair Rapunzel Oberholtzer called the Wednesday, June 27, 2024 Regular Session of the Dunes City Planning Commission meeting to order at 6:00 p.m.

### 2. ROLL CALL

Acting City Administrator/Recorder Lila Timmons called the roll.

**Present:** Chair Rapunzel Oberholtzer, Vice Chair Ken Pesnell, Commissioner Gail Nichols, and Commissioner Jamie Gorder

**Also Present:** Acting City Administrator Lila Timmons and Rob Ward

**Absent and Excused:** Sean Grundon

### 3. PLEDGE OF ALLEGIANCE TO THE FLAG

All who were present stood for the Pledge of Allegiance.

### 4. CONSIDERATION OF THE AGENDA

Chair Rapunzel Oberholtzer asked if any of the Commissioners had any questions or comments regarding the Agenda as presented. There were none.

Commissioner Gail Nichols made a motion to approve the agenda. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

### 5. CONSIDERATION OF THE CONSENT AGENDA

Chair Rapunzel Oberholtzer asked if there were any questions or comments. There were none.

Vice Chair Ken Pesnell made a motion to approved the consent agenda. Commissioner Gail Nichols seconded the motion. The motion passed unanimously.

### 6. ANNOUNCEMENTS / CORRESPONDENCE

A. City Council Work Session minutes from June 5, 2024 meeting

B. City Council Special Session minutes from May 29, 2024 meeting

C. City Council Regular Session minutes from May 15, 2024

D. Permit Report from May 14- 2024 – June 6, 2024

Commissioner Gail Nichols noted that the Permit Report was not in the packet received by the Commissioners. Chair Rapunzel Oberholtzer went over the report verbally.

## **7. CITIZEN INPUT**

Citizen Rob Ward stated that it was nice to be back in Dunes City.

## **8. PUBLIC HEARING**

Chair Rapunzel Oberholtzer stated that there is a public hearing for a Conditional Use Permit for a Property Line Adjustment. She further stated that the Staff Report is in the Commissioner's Packet. She then read from a script.

Chair Rapunzel Oberholtzer asked if any member of the public wished to question a Commissioner's impartiality. There were none. She further asked if any Commissioner wanted to declare a conflict of interest, bias, or conflict. There were none.

Public hearing opened at 6:08 pm.

Acting City Administrator stated the highlights of the Conditional Use Permit application.

Chair Rapunzel Oberholtzer asked if any of the Commissioners had any questions.

Vice Chair Ken Pesnell stated that he was confused as to which lots were being affected by the property line adjustment. Citizen Rob Ward explained the lots involved with the application.

Chair Rapunzel Oberholtzer asked if anyone signed in to testify. There were none.

Chair Rapunzel Oberholtzer asked if anyone had written in to City Hall either for or against the property line adjustment. There were none.

Chair Rapunzel Oberholtzer closed the public hearing at 6:17 pm.

## **9. NEW BUSINESS**

### **A. Deliberation and Discussion; CUP Application**

The Commissioners went through the Staff Report page by page. On page 1, Chair Rapunzel Oberholtzer questioned a date in the report. Acting City Administrator agreed that the date was incorrect and that it would be changed.

Chair Rapunzel Oberholtzer stated that an addition to the Finding on Statewide Planning Goal 2 could be, "The City Plan has been in effect since 1997 with an update in 2013 with Citizen Involvement." The Commissioners agreed to the addition.

Chair Rapunzel Oberholtzer suggested that under the Comprehensive Plan Criteria, the last sentence of the finding be changed to, "These criterions will be met provided slope is determined to be safe for development."

Chair Rapunzel Oberholtzer suggested that the Finding under Comprehensive Plan Criteria for Residential Land Use should state, "This criterion will be met if DEQ approves a re-activation or new sewage disposal system."

Chair Rapunzel Oberholtzer stated that on page four, there is an incorrect date that needs to be changed.

Chair Rapunzel Oberholtzer stated that a grammatical error is located on page 5 under the first Finding.

Chair Rapunzel Oberholtzer suggested that the Finding on number 4 on Use Criteria be changed to,

“This criterion can be met provided the slope can be developed and DEQ requirements are approved.”

Chair Rapunzel Oberholtzer suggested removing the Staff note paragraph. Commissioners agreed. Chair Rapunzel Oberholtzer suggested that under the first condition of approval, a sentence should be added to state, “Any building plans must be approved by an engineer licensed in the State of Oregon.” Vice Chair Ken Pesnell suggested that lot 05100 should be deleted.

Under number 2, the proposed change should say, “Within 365 days of the signature of the Mayor on the final, ...”

The Commissioners added a number 4 that reads, “Prior to issuance of any building permits, applicant must submit to the City a Combining Lot Covenant as recorded by Lane County.”

Commissioner Gail Nichols made a motion to approve the Staff Report as amended. Vice Chair Ken Pesnell seconded the motion. The motion passed unanimously.

Vice Chair made a motion to recommend approval to the City Council of the Conditional Use Permit with the 4 Conditions as stated in the amended Staff Report. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

#### B. Schedule Next Planning Commission Meeting

Next meeting will be a regular session on July 25, 2024 at 6 pm. Plan on staying until 8 pm.

### **10. UNFINISHED/OLD BUSINESS**

#### A. Chapter 155 Remand from City Council (Continued)

Follow up on Citizen Comment

This discussion will begin again at the next meeting with citizen comments.

### **11. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA/FOR THE GOOD OF THE ORDER**

Vice Chair Ken Pesnell asked if anyone had seen a wake boat on the lake. The large wake could be a concern for erosion.

### **12. ADJOURNMENT**

Vice Chair Ken Pesnell made a motion to adjourn the meeting. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

Chair Rapunzel Oberholtzer adjourned the meeting at 7:25 pm.

**APPROVED BY THE DUNES CITY PLANNING COMMISSION ON THE 25th DAY OF JULY,  
2024.**

[Signature On File] \_\_\_\_\_  
Rapunzel Oberholtzer, Planning Commission Chair

ATTEST:

[Signature On File] \_\_\_\_\_  
Lila Timmons, City Administrator/Recorder